

FOLLOW UP MONITORING  
June, July, August 2005

Handout for SICC Meeting 5/05

SPOEs

File Reviews

- Will select files of children found eligible since last monitoring
- Will review issues identified as “out of compliance” in last review
- Will review any specific issues that may have been identified through data review process
- Data verification, if necessary

Interviews

- Will interview SPOE staff on areas of concern from previous interviews
- May need to interview on other areas of concern from previous file review or questions that arise from this review
- Interviews may involve issues identified through data review process

Approximately 6 weeks following the monitoring visit, SPOEs will receive a final report, and if non-compliance is identified, corrective actions will be required. Systemic non-compliance will require a corrective action plan, and all individual child non-compliance will be corrected according to guidelines provided by DESE.

Ongoing Service Coordinators

File Reviews

- Will select specific files for review of indicators related to ongoing service coordinator responsibilities
- Will select service coordinators based on:
  - Issues identified through review of formal complaints, informal issues, or parent interviews
  - Random selection
  - Both independent and DMH
- Will attempt to review at least 5 files for each service coordinator selected

Interviews

- Will probably interview all service coordinators whose files we selected

Independent service coordinators will be notified by letter of any identified non-compliance and corrective actions required.

Regional Centers will be notified by letter of any identified non-compliance for DMH service coordinators and corrective actions required.

### Providers

#### Compliance Issues:

- Implementing service in accordance with the IFSP
- Submitting timely and complete progress reports
- Submitting timely evaluations

#### To address implementing services in accordance with the IFSP:

- Will select providers based on:
  - Issues identified through review of formal complaints and informal issues
  - Random selection
- Will select about 5 children from the caseloads of the providers selected
- Will interview 3-5 of the families of those children selected to determine if there are problems with implementing the IFSP as written
- If problems identified – will interview the provider
- Interviews may occur by phone

#### To address submission of evaluations and progress reports, we will conduct file reviews:

- Files will be selected based on issues identified by formal complaints, informal issues.
- Some files will also be selected at random
- Will select at least 5 files for each service coordinator

Providers will be notified by letter of any identified non-compliance and corrective actions required.